



Hillsboro Parks and Recreation Commission Minutes
Regular Session

January 23, 2018 7:00 a.m.
Parks & Recreation Office

The Hillsboro Parks and Recreation Commission met in regular session. Present were Parks and Recreation Commissioners Gwynne Pitts, Ken Phelan, Lynn Scheller, Jon-Michael Kowertz, Nickole Vargas and Eddie Bolaños; City staff Dave Miletich, Alex Richardson, Ken Pipher, Jeroen Kok, Brandi Kangas, Iris Ringer, Robby Hammond, Cristina Caravaca, Sean Morgan and Karen Edwards; Scott Emmens - DOWL, Marianne Kandel, citizen

Commission Chair Pitts called the meeting to order.

Citizen Communication: None

Nickole Vargas introduction: Vargas attended the Civic Leadership Academy and is an active volunteer and mother.

Alex Richardson, Events Coordinator: Richardson recently returned to Oregon. She has experience in event planning, marketing and public relations.

Minutes:

Motion was made by Phelan and seconded by Scheller to approve the minutes of the Regular Meeting on December 12, 2017 as written. The motion was approved unanimously.

Motion was made by Scheller and seconded by Phelan to approve the minutes of the Executive Session on December 12, 2017 as written. The motion was approved unanimously.

Reports/Presentations:

Contractual Programs Update: Kangas defined contractual classes as partnering with a private instructor, business or organization at various locations. Parks & Recreation takes registration and promotes the classes but the instructors are employed by the partnering company. Highlighted programs were Boxing, Legos, Mad Science, and the Gym-Nest gymnastic classes.

Special Events Update: Ringer and Richardson stated special events are outside of the normal programs and activities the department offers and provide a unique experience to our citizens. Special Events also oversees the Sister City Program, rentals of the Civic Center plaza, Jerry Willey Plaza and large public events in our parks. Ringer gave an overview of recent events; Turkey Trot, Food Truck Fridays, Second Sundays, Orenkofest, Celebrate Hillsboro and Winter Village.

Kandel Property in South Hillsboro: Miletich informed the Commission about this five acre site behind Rosedale Elementary School. The teachers from Rosedale are excited about using this site for nature study. He added that Mrs. Kandel was approached by many developers to purchase her property for housing but she held firm to preserve the trees and site for future generations. Kandel shared her story of living on this site for over 40 years and raising her family there. She felt strongly about the land and trees that had once been an oak savannah. It was logged in the early 1900's but some oaks remained while other tree species and wildlife filled in through the years. She requested the Commission name the park "Century Oaks Park". Miletich presented her with an award thanking her for her persistence to preserve this site. Some wood from salvaged trees on the property will be used for amenities in this park. The Commissioners thanked her and will take her park name under consideration.

Community Center @ 53rd Update: Miletich informed the Commissioners that City Council will consider approving the design contract with OPSIS Architecture on February 20, 2018.

Director/Manager Update: Miletich stated January was time to elect the Commission Chair. Phelan nominated Pitts to continue as Chair and Scheller seconded the motion. Pitts was unanimously elected to Chair the Commission.

Old Business: None

New Business:

The Commission and staff discussed guidelines for special events and Parks & Recreation Commission approval was required. Items considered were third party events, number of attendees, vending, equipment and load-in, alcohol service, amplified sound, and return events vs. first time events. Communication options were to present a memo of all booked events for the coming year, revenue and rate information, report to Commission after a large event, and lead time for a rental request. Staff will create a draft list of guidelines and bring it to a future meeting for consideration.

Pipher informed the Commissioners Michael Brown requested the Parks Naming Policy be amended to a city-wide policy for all departments. That process is taking time to create and the final document will be brought to a future meeting for consideration.

A motion was made by Phelan and seconded by Bolaños to move Executive Session at 8:26 am. The motion passed unanimously.

The Regular Session meeting was reconvened at 8:39 am.

Information Items:

Family Fiesta, M&M Marketplace, January 27, 2018.

State of the City Address – Civic Center, January 30, 2018

There being no other business, Commission Chair Pitts adjourned the meeting.

ATTEST: _____
Recorder

Chair